

*ISLAND COUNTY PUBLIC WORKS  
DIVISION*

*P.O. BOX 5000, COUPEVILLE, WA 98239  
(360) 679-7331*

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*William E. Oakes, P.E., County Engineer  
Randy Brackett, P.E. Asst. County Engineer  
Gwenn Maxfield, Director*

*MEMORANDUM*

*January 3, 2007*

*TO: Public Works Department*

*FROM: William E. Oakes, P.E. County Engineer*

*RE: Motorist Information Signs (MIS) & Tourist-Oriented Directional Signs (TOD)*

This policy defines Island County procedures related to follow-through signs for MIS and TODs located or to be located on the state highway. If a business with a highway sign is not located on the exit from the highway, WSDOT often requires follow-through signs. This policy only covers follow-through signs required by WSDOT. Special consideration will be given to businesses located on Camano Island, as the entire length of the island is not supported by a state highway. Businesses located south of the intersection of Sunrise Blvd. and SR 532 should contact the Traffic Engineer for information.

In some cases generic signs such as 'Food' or 'Lodging' are already in place, and serve to direct the motorist to a cluster of businesses. For more isolated businesses, the signs would be installed along county roads at each turn required to reach the activity. If an intersection reaches the point of having more than two follow-through directional signs the Traffic Engineer may decide to replace the individual signs with generic signs.

A typical follow-through sign is shown in Figure 1. Island County will provide the basic sign; the applicant is responsible for providing the business plaque. The plaque on the follow-through signs will be the same logo or text as approved by WSDOT. It should be 12" high X 24" wide, and made of 0.06" thick Aluminum. The county will install the assembly within county right-of-way and according to the Traffic Engineers discretion as to exact placement.

If a sign is vandalized or suffers vehicular damage, the county will cover the cost of replacement one time. Repeated occurrences will be the responsibility of the business. If a sign becomes weather worn, the county will notify the business, and the business will

be responsible for ordering a replacement sign. The business owner will notify Island County Public Works if the business closes or relocates.

The applicant should submit an Island County Business Sign Follow-through Application along with their approved WSDOT application, including the approval letter, and paper-copy of their logo or text. The fee schedule for county MIS/TOD follow-through signs is;

Application Fee: \$150

Installation Fee (for each business/directional sign): \$100

Annual Permit Fee (for each business/directional sign): \$50

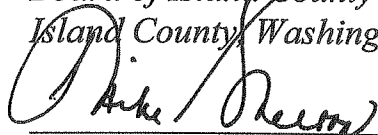
Payable by Jan 31<sup>st</sup> yearly, beginning the calendar year after the sign permit is approved)

Installation of follow-through signs will occur within 90 days of permit approval and receipt of sign(s) from applicant.

APPROVED JANUARY 22, 2007

Board of Island County Commissioners

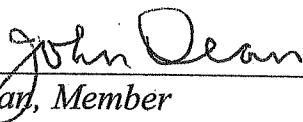
Island County Washington



Mike Shelton, Chairman



Wm. L. McDowell, Member



John Dean, Member



**Motorist Information Sign or  
Tourist-Oriented Directional Signing  
Application**

**Island County Public Works  
P.O. Box 5000  
Coupeville, WA 98239**

**Applicant:** (please print or type)

Name	Company	Telephone
Address	City/State/Zip	Fax

**Indicate Business Type:**

☐ Gas    ☐ Food    ☐ Lodging    ☐ Camping/Recreation    ☐ Tourist-Oriented

**State Highway Sign Location:**

Intersection of \_\_\_\_\_ Road Name  
And \_\_\_\_\_ Road Name

**Suggested Follow-through Sign Locations** – to be reviewed/approved by Traffic Engineer

1. Intersection of \_\_\_\_\_ Road Name  
And \_\_\_\_\_ Road Name  
2. Intersection of \_\_\_\_\_ Road Name  
And \_\_\_\_\_ Road Name

(Continue on back if necessary)

**Fees:**

**Part 1** - Application Fee: \$150  
**Part 2** - Installation Fee  
x (# of follow-through signs): \$100 x \_\_\_\_\_ = \$  
Total = \$

For Office Use Only		
Date	Receipt #	Initials

**Attach:** Approved WSDOT application, including the approval letter, & paper-copy of logo or text.

Application Fee Distribution:

Original – Traffic Engineer  
Copy – Accounting  
Copy – Front Office

Approval Letter Distribution:

Original – Applicant w/copy of application  
Copy – WSDOT w/copy of application  
Copy – Front Office w/original application

Installation Fee Distribution:

Copy - Traffic Engineer w/ original plaques  
Copy – Accounting (application only)  
Original – Front Office



**Suggested Follow-through Sign Locations** – to be reviewed/approved by Traffic Engineer  
(continued)

3. Intersection of

Road Name

And

Road Name

4. Intersection of

Road Name

And

Road Name

5. Intersection of

Road Name

And

Road Name

6. Intersection of

Road Name

And

Road Name

7. Intersection of

Road Name

And

Road Name

8. Intersection of

Road Name

And

Road Name

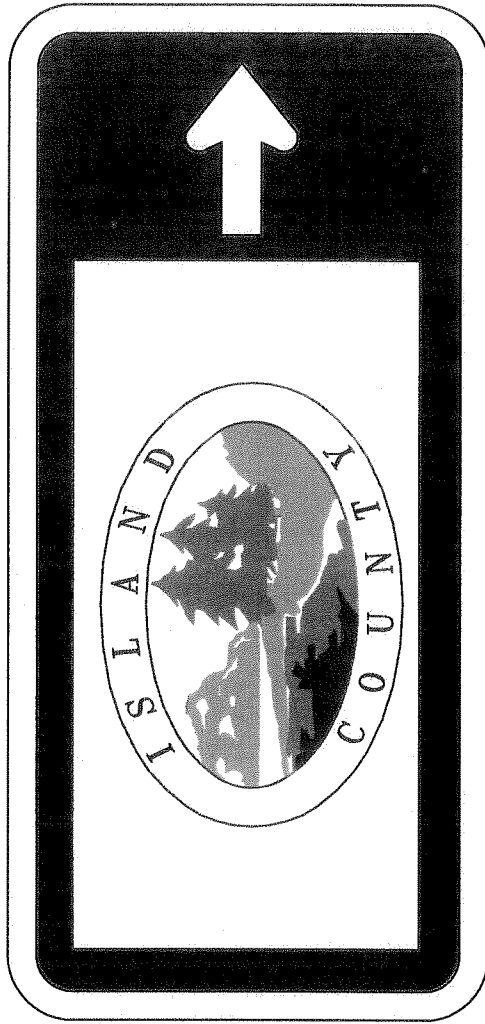
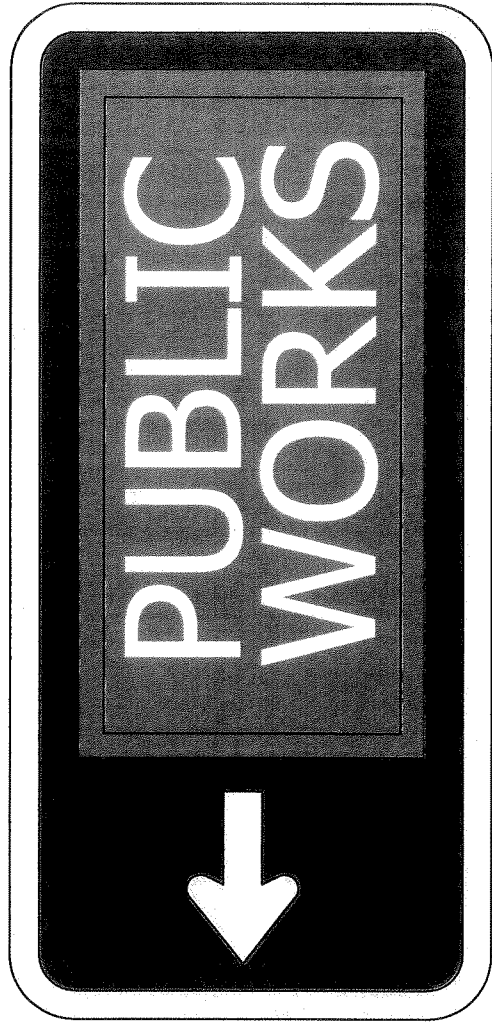


Figure 1 -  
Typical Follow-Through Signs

